

INFORMATION BULLETIN

WORKFORCE INVESTMENT ACT

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TO: WORKFORCE DEVELOPMENT COMMUNITY

SUBJECT: ONE-STOP FACILITY SECURITY REQUIREMENTS FOR EDD STAFF

The purpose of this information bulletin is to inform you that the Employment Development Department (EDD) has established minimum security requirements for all offices where EDD employees are assigned to work. Details regarding the requirements and the implementation strategy are included in the attached Executive Notice 05-04C, issued on July 20, 2005.

The EDD managers are responsible for implementing the measures that do not require modifications to premises. The EDD Business Operations Planning and Support Division (BOPSD) is responsible for implementing the premises-related requirements. All of the minimum security requirements must be in place by December 2006.

Implementation of the required measures poses somewhat of a challenge to the EDD Job Service Branch, given its staffing presence in One-Stops that are fully accessible to the public. The Department recognizes that security measures in offices that are open to the public may have to be flexible to accommodate the special needs of those offices. In some cases, the measures may be in place already or there may be other features in place that serve the same purpose. There also may be a need for items that are not on the list of minimum requirements. Security in the One-Stops needs to be addressed on a case-by-case basis.

The BOPSD will be conducting site assessments through January 2006 to determine the features that need to be installed at each location. Prior to the site assessments, EDD field managers will meet with partners to come to agreement on the implementation of the required measures and to identify any additional items that are needed at each site. The EDD is hopeful that a single meeting with partners in each local area will be sufficient to address the security in the multiple locations under the jurisdiction of the local board.

In the case of any required items that cannot be implemented, the agreements reached at these partnership meetings will be used by EDD managers to explain why those items will not be implemented and to justify the need for any requested items that are not on the list. We do not expect that the implementation of required items will necessitate a change in existing cost-sharing agreements. If additional items are

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requested and the cost is substantial, there may be a need to share some costs but this will be determined on a case-by-case basis.

Over the next few months, the EDD will be asking the partners to engage in security discussions. We hope that these discussions will result in a set of mutually agreed upon measures that will enhance the level of security at each of California's One-Stop sites.

If you have any questions, please contact your [Regional Advisor](#) at (916) 654-7799.

/S/ BOB HERMSMEIER
Chief
Workforce Investment Division

Attachment is available on the Internet:

[Executive Notice 05-04C, EDD Facility Security Requirements](#) (PDF)